

FACILITY USE INFORMATION ARBOR, PAVILION PICNIC AREAS & GAZEBO

The City of Santa Clara provides the Central Park Pavilion and Arbor Center Picnic Areas and Gazebo for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

I. WHO CAN USE THE FACILITIES?

Picnic facilities may only be used for recreational events. No meetings or training sessions are allowed.

Priority	Requirements
1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District, other school districts having reciprocal agreements with the City and other schools located within the City limits.
3	West Valley/Mission College, other governmental units and public agencies.
4	Youth organizations that: <ul style="list-style-type: none">• Are non-profit• Serve the City of Santa Clara• Have an organizational structure• Do not charge an admission.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches and charitable organizations.
7	Other schools serving Santa Clara residents (Santa Clara University, Mitty, etc.)
8	Special interest groups serving Santa Clara (dance clubs, photo clubs, art associations, sports clubs, etc.).
9	Private Parties: (Social Activities) <ul style="list-style-type: none">• All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public.• City of Santa Clara business firms and Santa Clara based organizations conducting official company or group activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents. No other family member may make the reservation).
10	Fund raising activities - all priorities in categories 2-9.

NOTE: City of Santa Clara facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

II. HOW DO I APPLY?

- A. All applications must be made at the CRC, 969 Kiely Blvd., Santa Clara. **NO RESERVATIONS MADE BY PHONE.**
- B. A City of Santa Clara resident (for private or organizational event) or employee of Santa Clara based business (for Company events) must be present to complete permit application. *Proof of Santa Clara address required.* Organizations with 51% of membership Santa Clara residents must provide roster (roster for organizations with name, address, and phone number of members submitted within seven working days of application)..
- C. Permit applications are accepted no more than 4 months in advance and no less than 7 days in advance (example: if June 6th is desired date, apply on February 6th at the earliest, or May

28th at the latest). If the application date (four months in advance) falls on a Sunday or a holiday, applications will be accepted the following working day. There are no exceptions to this rule. Following is a schedule for making reservations:

<u>Month of Use</u>	<u>When to Apply</u>	<u>Month of Use</u>	<u>When to Apply</u>
January	September	July	March
February	October	August	April
March	November	September	May
April	December	October	June
May	January	November	July
June	February	December	August

- D. Reservations are accepted at the opening of business at the Community Recreation Center. Please call to confirm office hours. If there is more than one group present requesting the same facility and date, Santa Clara residency requirements will be checked and numbers will be drawn. The person drawing the lowest number will be given the first opportunity to reserve the facility. Only one person per group may draw a number.**
- E. Picnic fees and deposits are due, in full, at the time of reservation.
- F. Permit applications are accepted on a first-come, first-served basis. If more than one person wants the same date and facility at the same time, Santa Clara residency requirements will be checked and numbers will be drawn with person drawing lowest number allowed to apply for permit. Only one person per event may draw a number. Drawing takes place at opening of business hours, 4 months in advance of use date.
- G. Confirmation is secured AFTER the City staff has approved application. Written approval is sent approximately seven to ten days after the application is made.
- H. Deposits are refundable if no damage occurs and area is left in reasonably clean condition with tables cleared, etc. Any balloons, string, or decorations must be picked up. Trash should be left in receptacles provided.
- Deposits are automatically refunded by mail (if paid by check or cash) or refunded to credit card (if paid by credit card) approximately three weeks after the event.

III. WHAT FACILITIES ARE AVAILABLE TO RENT?

FACILITY *Rental Fees effective 7/1/06	MAXIMUM CAPACITY	FEES- PRIORITY 9	FEES- PRIORITY 1, 2 & 4	FEES- PRIORITY 3,5,6,7&8	REUNDABLE SECURITY DEPOSIT	FOOD	ALCOHOL	AMPLIFIED SOUND	INFLATABLE BOUNCE HOUSES
Pavilion Picnic Area									
• Area 1	32	\$44/day	N/A	N/A	\$25	YES	with permit	NO	NO
• Area 2	54	\$44/day	N/A	N/A	\$25	YES	with permit	NO	NO
• Area 3	44	\$44/day	N/A	N/A	\$25	YES	with permit	NO	NO
• All 3 Sections*	150	\$132/day	N/A	N/A	\$50	YES	with permit	\$33 fee	YES**
Arbor Picnic Area									
• Area A	87	\$44/day	N/A	N/A	\$25	YES	with permit	NO	NO
• Area B	56	\$44/day	N/A	N/A	\$25	YES	with permit	NO	NO
• Area C	64	\$44/day	N/A	N/A	\$25	YES	with permit	NO	NO
• All 3 Sections*	250	\$132/day	N/A	N/A	\$50	YES	with permit	\$33 fee	YES**
Gazebo	50	\$44/day	N/A	N/A	\$25	NO	NO	NO	NO

* A microphone may be used for a \$75.00 refundable security deposit.

** Bounce houses must have appropriate insurance on file with the Community Recreation Center.

IV. FOOD AND ALCOHOL REGULATIONS

- A. If event is to be catered, a caterer from the City's "Approved Caterer's List" may be selected. This list is available at the CRC.
- B. If a caterer not listed is desired, that caterer must complete required documents provided by the City (i.e. business license, proof of insurance). Once completed and approved, that caterer will be added to the City's list and kept on the list for one year.
- C. The name of the selected caterer and any necessary paperwork must be submitted to the CRC office no later than ten (10) working days prior to the date of the event.
- D. Beer, wine and champagne can be served, in the Arbor Picnic Area, Pavilion Picnic Area only, without an ABC license. Facility reservation is required.
- E. Caterers and participants may enter the facility no earlier than the time listed on the permit.
- F. Alcoholic beverages are not allowed in any other facility or park site.
- G. No food or alcohol is allowed in the Gazebo.

V. SET UP AND CLEAN UP

- A. SET-UP
 - Decoration time must be included in the use time listed on the permit
 - Decorations must be approved by the Recreation Department, prior to event.
- B. CLEAN UP
 - Tables must be cleared and decorations removed.
 - The sink area must be cleaned after use. All garbage must be bagged and will be removed by the park staff.
 - Area must be cleaned up and all individuals out of the area by the time listed on the permit.

VI. GENERAL INFORMATION

- A. Throwing of rice, birdseed, etc. is not permitted on the CRC grounds, in the picnic areas, or in the Gazebo.
- B. If residency is falsified, all fees and facility reservations will be forfeited.
- C. No amplified music is allowed in any park or building without prior Department approval (City Ordinance #1357). Permit for amplified music must be filed with the Recreation Department at the Community Recreation Center at least 10 days in advance of the event date.
- D. City Ordinance #1529 prohibits smoking in any public building.
- E. If the facility reservation regulations are violated, the applicant forfeits both the use fees and will be refused future use.
- F. Reservation cancellations must be made at least seven (7) days in advance for a refund of fees, minus a \$25.00 cancellation fee. Reservations may be cancelled three days (3) in advance for inclement weather. Cancellations made less than 7 (3 for inclement weather) days in advance will forfeit all fees.
- G. No additional chairs or tables may be brought into either the Pavilion or the Arbor Center picnic areas or the Gazebo.
- H. Only the bride, groom, or parents of either may make wedding reception reservations. The person making the reservation must be a resident of the City of Santa Clara.
- I. No portable barbecues allowed in any of the parks.
- J. Park picnic reservations must end at dusk.
- K. No vehicles allowed in the Park.
- L. Decorations may not be tied, stapled, etc. to the plants or structures.
- M. No egg toss or water balloon games are allowed.
- N. Equipment is not rented or loaned by the department.
- O. No refund of use fees due to inclement weather.